

TECHNICAL SPECIFICATIONS
Procurement for the Services of an Event Management Company (EMC)

I. BACKGROUND

Since the first seminar in 1995, the Cash Cycle Seminar (formerly known as ICCOS) has evolved into the premier global seminar for commercial cash management, distribution and circulation. The unique event brings together all stakeholders in cash circulation to share perspectives, ideas, cost saving technologies, strategies, best practices and case studies for the betterment of the industry.

The Asia Cash Cycle Seminar is the most recognized educational seminar in the region to focus on the complete cash cycle, promoting efficiency and security in cash operations by Central Banks, Commercial Banks, Cash Management Companies (CMCs) / CITs and others. The depth and quality of programming – developed and curated from Currency Research's experts with over 200+ years of combined industry experience – provides incredible value to delegates who take away advice, feedback and strategies to implement in their home organizations. The seminar is held in a relaxed and professional environment that offers the perfect setting for effective networking.

II. SPECIFICATIONS

Event : Asia Cash Cycle Seminar
Date : 5 – 7 September 2022
ABC : PHP 350,000.00

III. SCOPE OF WORK / DELIVERABLES

A. CULTURAL ENTERTAINMENT DURING THE GALA DINNER

Date : 7 September 2022
Time : 18:00 (assembly)
19:00 (performance)
Venue : Ministry of Crab, Shangri-la at the Fort
Audience : 100 pax
Preferred performance : Maximum of four (4) sets live cultural music and dance presentation in 15-20 mins (tinikling, maglalatik, cariñosa, etc.)

a. CULTURAL ENTERTAINMENT GUIDELINES

- 1) The EMC shall provide required instruments, sound and lighting equipment, costume and props, as well as meals, transportation, and other requirements for the show and performers.

**Equipment requirements and compatibility shall be in coordination with the hotel*

- 2) The presentation must depict the best of Philippine dances fit for international audience, showcasing Philippine culture and tradition in a positive way.
- 3) The presentation must be appropriate with the built-in stage of the venue.
- 4) In view of health and safety protocols, audience interaction will not be included in the performance.

B. TOKENS / GIVEAWAYS

Date of Delivery	:	29 August 2022
Quantity	:	250 sets
Product	:	A Taste of the Philippines Goody Box

b. TOKENS / GIVEAWAYS GUIDELINES

- 1) Goody bag must include one (1) to two (2) premium chocolate preferably weighing 27 grams (eg. Auro Chocolate, Theo and Philo Artisan Chocolates, etc.)
**If two (2), flavors must be in variety*
- 2) Must include one (1) fruit-flavored liqueur from a Philippine distillery in sampler size (eg. Distileria Limtuaco Manille Liqueur de Calamansi, Mango Rum, etc.)
- 3) Must include two (2) Philippine dried mango packs, 20 kg each in weight (Philippine Brand, Cebu, etc.)
- 4) Items must be placed on top of crinkle/wrapping/similar paper for interior packaging design
- 5) Whole packaging of the four (4) items above must be of global quality (preferably in a box made of thick pandan leaves or “tampipi” with a size of 16 cm x 10.5 cm x 8.5 cm)
- 6) Packaging must be enclosed /wrapped with an Abaca jute string / ribbon of native material tagged with a TPB-provided compliments card
- 7) Submit sample for packaging and quality validation



Sample Goody Box

IV. ELIGIBILITY REQUIREMENTS

- Must be Filipino-owned, operated and legally registered as an Events Management Company under Philippine laws;
- Must have been in operation for at least three (3) years;
- Must provide list of at least three (3) organized and staged onsite events of the same nature;
- Must provide list of at least three (3) TPB projects previously handled;
- Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS)

V. LEGAL REQUIREMENTS

- PhilGEPS Certificate
- BIR Registration Certificate with TIN / Income Tax Return (ITR)
- Valid Mayor's Permit / License to Operate
- DTI Business Registration / SEC Certificate
- Company Profile
- Omnibus Sworn Statement
- Proposal / Breakdown of Costs

VI. ADDITIONAL REQUIREMENTS

- The winning bid shall be determined based on the quality of proposal with the most advantageous financial package cost, provided that the proposed amount does not exceed the above-mentioned approved budget.
- Any other requirements that may be mutually agreed upon by the TPB and service provider
- All services must be in accordance with the venue and Inter-Agency Task Force (IATF) health and safety protocols.

VII. DELIVERY TERMS

Services will commence upon the receipt of the Notice to Proceed.

VIII. OTHER TERMS AND CONDITIONS

Neither party shall be held liable for the other for any failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.

IX. TERMS OF PAYMENT

- Must be willing to accept send-bill arrangement;
- Billing must be based on actual costs;
- Payment is processed upon receipt of complete documents and remitted after an estimated 30 working days;

- TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charges must be borne by the supplier;
- The following documents should be submitted by the winning bidder for the processing of payment:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include all fees and taxes
 - Copy of Official Receipt

X. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budgets for the Contract (ABC) is **THREE HUNDRED FIFTY THOUSAND PESOS (PHP 350,000.00)** inclusive of all applicable taxes and fees.

XI. CONTACT DETAILS

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